

Our PTO “To Do” List

Help us complete our ‘To Do’ list. We can't do it alone! The activities are divided into three categories: **General Help**, **Events**, and **City-wide**. Many of the activities require only a few hours of your time. Some of the "General help" activities require a little time here and there during the year. Many of the 'Event' activities require shorter, focused efforts. And don't worry if you've never done this stuff before. We're here to answer any questions, and if we can't, we'll be sure to find someone who can. So grab a friend and help us make Countryside a better place for our children!

If you have any questions about an activity, contact the parent* leaders who have been identified are listed at the end of each description. For the activities that do not yet have a leader, contact one of the PTO Co-Presidents for more info Abby Schwartz (abby.m.schwartz@gmail.com); Debs Hahn (deborah.hahn@gmail.com); Julie Irish (julieirish@comcast.net)

*Can be parent, grandparent, guardian, or any other family member

General Help

❖ **Box Tops for Education**

Box Top Collection is a fun and easy way for your children to make a difference in their school by simply cutting and saving the box tops of products you already purchase. Parent leader is responsible for copying and distributing Box Top collection sheets, collecting, counting and mailing Box Tops.

Parent leader: Sherri McClintock

❖ **Class Photographer/Archivist**

Parent leader takes photos of various school events and works with parents to gather photographs taken of the children throughout the year at class events

Parent leader: Sallie Delaney

❖ **Clothing Swap**

Organize 2-3 clothing swaps during the school year (Winter clothing exchange, Halloween costume exchange, possibly ice skate exchange). Involves setting up swap location in school, notifying Countryside community, and donating remaining items to charity.

Parent leader + 1-2 parents needed

❖ **Communications**

A small group of parents are needed to gather information from the Countryside community to produce the Update, the weekly online PTO newsletter. Additionally this community is responsible for updating and maintaining the PTO website.

Parent leaders: Julia Jenkins, Marcel Lachenman, Gena Hooper

❖ **Directory & Database Management**

These parents gather and maintain all student data, create a database, and then use an application to create the actual Directory. This project begins at the end of the prior school year (sending out forms requesting confirmation of current information), continues through the summer with follow-ups (i.e., new students, lost forms, etc.), and concludes at the end of the summer when class assignments are added to the database and the Directory is published. Knowledge of Microsoft Access and publishing software preferred.

Parent leaders: Gena Hooper, Allison Peter and Denisse Rotem

❖ **Faculty/Staff Bulletin Board**

In early September take photos of all Countryside staff. Label and place photos by grade and specialty on bulletin board in front hallway.

Parent leader: Sallie Delaney

❖ **Fifth Grade Activities**

Parents of 5th grade students coordinate special events and a yearbook for the graduating class

Parent leaders: Dina Goodfriend, Michelle Veidis, Katherine Kotik

❖ **Helping Friends - *NEW***

A new activity created to organize assistance to Countryside families in crisis with meals and other needs.

Parent leader + 1-2 parents needed

❖ **Green Team**

This group of parents will be responsible for proposing and implementing creative ways to conserve resources and raise environmental awareness. They will research and develop activities and projects to implement throughout the year, including helping to initiate a lunchtime recycling program

Parent leader: Rachel White

1-2 parents needed

❖ **Garden Club - *NEW***

Do you love to garden? Parents are needed to plan and execute grounds care projects such as spring or fall clean-up of the flower beds around the school, work with the custodians to spread mulch into the flower beds and playground areas when needed, and plant bulbs in the fall.

Parent leader + 1-2 parents needed

❖ **Annual Fund - *NEW***

A new and much needed activity requiring set-up and tracking donations to our Annual Fund and support employer matching funds.

Parent leader + 1-2 parents needed

❖ **Library Help**

Parents from all grade levels are needed to assist the librarian by re-shelving and checking books in and out. Schedule will be consistent and may not be when your child is in the library. Parent leader organizes the book shelving schedules.

Parent leader + 1-2 parents needed

❖ **Bulletin Boards**

A fun activity consisting of decorating, posting photos, and posting announcements on several PTO bulletin boards throughout the school.

Parent leaders: Nancy Valente and Melissa Deitrich

❖ **Health and Safety**

Parents are needed to coordinate health & safety events working with school principal and teachers to organize safety plans, acting as a liaison to Newton's "Safe Schools" committee, organize walking school buses, and walk to school events.

Parent leader + 1-2 parents needed

❖ **School Spirit: *NEW***

This activity requires the managing the purchasing and sales of Countryside spirit gear/apparel. Parents would also preview new spirit items and look for creative ways to build school pride.

1-2 parents needed

❖ **Social Responsibility**

Participation in this activity serves to promote awareness of diversity and people in need and provides students with opportunities to participate in social action. Coordinate Holiday Gift Drive and charity collection boxes for those in need due to natural disasters, etc.

Parent leader: Marie Jackson

1-2 parents needed

❖ **Welcome**

This group of parents serve as a resource for new parents who have questions about the school, PTO events, etc. They might host a New Parent wine or cheese party or coffee early in the school year. It is important that all parent leaders attend these events.

Parent leader: Talia Keren, Elham Erezania, Gul Abdullah

Events

❖ **Acapploozza (February)**

A concert featuring local high school and collegiate a-capella groups, and members of Countryside school musical. All proceeds benefit Countryside PTO.

Co-chairs Anne and Dave Kalis.

3-4 parents needed

❖ **Back To School Picnic (Sept 2012)**

This event is to welcomes back the students and families to Countryside. Help is needed to sell food and organize games. Please indicate if you are interested in a parent leader or if you want to be contacted for day of event volunteer shifts.

Parent leader + 10-12 parents needed to help on day of event

❖ **Class Pictures (Sept)**

Parents are needed to help photographer, collect payments and distribute photos. Fall event for individual photos and spring for class photos.

Parent leader: Sallie Delaney

12 parents needed to help on day of event

❖ **Faculty First Day Breakfast (Sept 2012)**

This group of parents organizes and sets up a breakfast for our faculty and staff on their first day back to school.

3-4 parents needed to help on day of event

❖ **Field Day (June)**

Parents help Mr. Crow coordinate this end of the year event. Please indicate if you are interested in a committee position or if you want to be contacted for day of event volunteer shifts.

6-8 parents needed to help on day of event

❖ **First Day Parent Coffee (September 2012)**

This committee sets-up refreshments for parents during the first two morning of school.

2-3 parents needed to help on day of event

❖ **Kindergarten Registration and Playdate (April and June)**

Parents assist the office staff in greeting kindergartners and their parents during registration, as well as organize the kindergarten playdate in the spring.

Parent leader + 10-12 parents needed to help on day of event

❖ **Multicultural Festival (March)**

One of Countryside's most popular events. Draws on our wonderfully diverse student and parent population to sponsor a school wide multi-cultural festival including international booths and performances

Parent leader: Reza Khorshidi

Many parents needed to help organize and on day of event

❖ **Musical (February)**

This group of parents produces a school-wide musical and is responsible for auditions, costumes, set design, props, music arrangement, program, and selling concessions.

Parent leaders: Nelson Ronkin, Maddie Welch, Linda Goetz

Many parents needed to help organize and on day of event

❖ **Parents Spring Fling Fundraiser *NEW* (May)**

Committee members will execute this new parent social, as well as oversee, silent auction items, invitations, RSVPs, decorations and entertainment. This is one of our major fundraisers.

Parent leaders: Beth Grandi and Pam Laughlin

Many parents needed to help organize and on day of event

❖ **Spring Fest (June)**

This group of parents plan and execute this popular end of the year event. Food, bouncy house, etc provide enjoyment for families. Additionally, day of event shift volunteers are needed. Please indicate if you are interested in being a parent leader or if you want to be contacted for day of event volunteer shifts.

Parent leaders + 10-12 parents needed to help on day of event

❖ **Raffle (Winter)**

There are several ways to help with the raffle: solicit donations from businesses, teachers and parents; compile and print the prize book; collect and categorize tickets; distribute gifts to winners.

Parent leader + 3-4 parents needed

❖ **Teacher Appreciation Lunch (May)**

This group of parents plan a lunch for our faculty on Teacher Appreciation Day

Parent leaders: Allison Peter, Sara McSwiggan, Laura Lerner

City wide

❖ **Creative Arts and Sciences**

The Creative Arts and Sciences (CA&S) group bring curriculum-related enrichment programs into the classrooms. Working closely with the faculty and principal, the CA&S Committee plans and implements programs for each grade level that enhance art, English language arts, history, math, social sciences, music, and the sciences curricula. Our committee is comprised of two parent leaders and additional parent volunteers at each grade level.

Parent leaders: Karen Weissel and Nancy Nathanson.

Some grade-level parents needed

❖ **Newton Serves (May)**

This group coordinates our community service day in May Responsibilities include organizing a team of volunteers to help make improvements to our school building and grounds. Newton Serves is a city-wide community service event.

Parent leader: Eileen Concannon

1-2 parents needed to help Leader. MANY are needed to help on day of event!

❖ **School Council Representatives**

Representatives needed to attend the monthly meetings of the Parent-Teacher Council, the organization that unites all of the PTOs in Newton, and report back to the Countryside PTO.

Parent Representatives Christina Kulich-Vamvarkas, Cynthia Gomez, and Jonathan Zaff.

❖ **Special Education Liaison**

The primary responsibility of the representatives is to act as a liaison between the committee chairs and their individual schools in communicating the on-going special education activities.

Representative: Jo-Louise Allen